



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KSB/KSD INSTRUCTIONAL ASSISTANT

Job Number: 21000250

Job Code: 51250V120516

Job Group: 5100 - ALLIED EDUCATION

Job Established: 05/16/2012

Job Revised:

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assist vision or hearing impaired students; assists teachers with instructional programs; provides office support; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High School graduate

EXPERIENCE:

Two (2) years of experience working within a school or classroom environment.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

None

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

An employee in this job title at the Kentucky School for the Deaf must furnish to the agency's appointing authority within twelve (12) months of appointment or entrance into this class, documentation that he or she possesses the Sign Language Proficiency Interview (SLPI) rating of "Survival" level.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists teacher with instructional activities. Prepares materials for classrooms and instructional staff. Assists students in completing daily living skills and classroom assignments. Grades papers. Posts to student records. Administers test to students under the supervision of the teacher. Assists with the transportation of students to various places and activities both on and off campus. Monitors students in arrival and departure from school and class. Provides lunchroom supervision of students. Maintains required reports and records.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed for 11 months (August-June) in an office or classroom setting assisting teachers and assisting students who are hearing impaired and/or vision impaired.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.